



## Job Posting Director of Human Resources

Become part of a caring, committed, and dynamic team that provides on-site health, education, and employment services to over 20,000 children, families, and seniors living in affordable housing and work force affordable neighborhoods across the country. Our goal is to provide families and seniors with the tools needed to stabilize their lives while providing an array of services such as Health, Education, and Economic stability.

Project Access operates over 75 Resource Centers in 13 states with 100 employees and growing. Our Core Values play a constant role in how we operate our business: Respect & Support, Empowerment, Integrity, and Teamwork & Collaboration. To learn more about Project Access, please visit <https://www.project-access.org> and <https://www.facebook.com/ProjectAccessOrg/>.

**POSITION SUMMARY:** Reporting to the CFO, the Director of Human Resources will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy. As a member of the senior management team, the Human Resources Director will provide corporate and field focused direction in the areas of staffing, talent management, training and organizational development, employee communications and engagement, compensation and benefits and employee relations. The incumbent will formulate partnerships across the organization to align business objectives with the human capital processes and initiatives to deliver value-added services to management and the employees. This role will also be responsible for integrating all human resources functional initiatives and objectives with the broader business plan.

### DETAILS:

**Work schedule:** This is full-time, exempt position with a work schedule Monday through Friday and may include evenings and occasional weekends as needed.

**Benefits offered:** Project Access pays 100% of the employee's premiums for an HMO medical plan, a PPO dental plan, term life insurance, long term disability, and EAP; provides Paid Time Off, 12 paid Holidays, and a Safe Harbor 401(k) with 4% match. Vision and Voluntary Life Insurance is available at employee cost.

**Supervises:** Human Resources and Contracts & Compliance team (3 staff)

**Work location:** Corporate office. 2100 W Orangewood Avenue, Suite 230, Orange, CA 92868. Temporary remote work due to COVID.

**TO APPLY** please submit a cover letter with your resume to [humanresources@project-access.org](mailto:humanresources@project-access.org). Your cover letter is to summarize how your qualifications and interest meet the position requirements. **Only submissions with a cover letter will be considered.**

### POSITION SUMMARY

The Director of Human Resources will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy. As a member of the senior management team, the Human Resources Director will provide corporate and field focused direction in the areas of staffing, talent management, training and organizational development, employee communications and engagement, compensation and benefits and employee relations. The incumbent will formulate partnerships across the organization to align business objectives with the human capital processes and initiatives to deliver

value-added services to management and the employees. This role will also be responsible for integrating all human resources functional initiatives and objectives with the broader business plan.

## **POSITION RESPONSIBILITIES**

- Partner with the organization's senior leadership team and provide coaching and counsel on key business, organizational and people issues; collaborates with senior leadership to understand the organizations goals and strategy related to the organization's human capital.
- Ensure that current and future business needs are reflected in the development and implementation of HR strategies and programs and that deliverables are aligned to the strategic business objectives of the organization.
- Manages the HR team and their administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Program Management – Lead various programs, such as Diversity and Inclusion (D&I) to strengthen talent/human capital to ensure we deliver on our people strategies. Ensure integration of a diversity, inclusion and engagement lens into relevant processes and frameworks.
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance. Anticipate regulatory changes and develop and implement strategies to ensure compliance and mitigate negative impact on the company's financials and operating efficiencies.
- Provide guidance with respect to business ethics and be the voice that reminds the organization to always do the right thing on behalf of its employees and clients.
- Develop and support operational and process improvement programs that lead to a more lean and efficient business and develop company Human Resource policies and procedures that support business, profit, cost containment, and growth objectives.
- Identify organization's Key Performance Indicators (KPIs) for HR and talent management functions, develop project plans to achieve goals and monitor organization's performance
- Is fully accountable for the Human Resource's department budget and financial performance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.

## **QUALIFICATIONS (Education/Experience/Skills/Certifications):**

### **Education**

- Bachelor's Degree in Human Resources, Business, or related field; SPHR preferred

### **Experience**

- Minimum of 10 years of relevant HR experience, with at least 5 years as a business partner or Director supporting Senior Executive and/or C-level leaders
- Experience identifying and building strategic cross-organizational partnerships across all levels of the business to understand challenges and develop people strategies and initiatives to meet those needs

**Skills**

- Demonstrated strong communication skills; ability to influence decisions across the business; proactive and proficient ability to diagnose problems and identify appropriate interventions
- Demonstrated competency across all Human Resources disciplines
- Strong business and financial acumen with the ability to translate these into People initiatives
- A collaborative partner who acts with a sense of urgency
- Analytically driven with experience working with people metrics to guide decisions
- Demonstrated project management and change management skills
- Self-starter, highly motivated, ability to work independently and achievement oriented
- Able to maintain a strict code of confidentiality and discretion.

**Credentials/Certifications**

- Successful completion of background check
- Valid CA Driver's License, clean driving record, and current automobile insurance.

**Physical Job Requirements**

- The physical activity of this position includes sitting for long periods of time, minimal lifting, bending, walking, kneeling, reaching, and step climbing

*The above list of job duties is not exclusive or exhaustive and the job holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the position.*

**Equal Opportunity:** Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.